14/129 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

14/130 Questions Raised by Members of the Public (15 minutes) on Agenda Items

14/131 To approve the Minutes of the Meeting held on 2nd March, 2015

14/132 Police Report

14/133 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 13/135 Temporary Access – Ashby Hill (B1203)
- 14/042-5 The Local Plan
- 14/064-4 BW91 Public Path Diversion Order
- 14/090-1 NELC – Lockable Bins
- 14/090-2 NELC Historic Assets Consultation
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 14/113-3 Third Lane and Farm Track Dyke
- 14/113-6 Overgrown Hedgerow
- 14/121-1 Transparency Code – Website for publications of documents
- 14/124-5 Reinstate White Lines and Repairs to Pot Holes

14/134 Items for Discussion

1. May Elections
2. Standing Orders to include delivery of documents by e-mail.
3. ERNLLCA Membership Renewal
Information Update

1. ERNLLCA Newsletter – March 2015
2. Clerks & Councils Direct – March 2015 Issue
3. Transparency Code for Smaller Councils
4. Wolds News – April – October 2015
5. Planning Registers

Planning Matters

- DM/0159/15/FUL Retrospective permission for new reception building and temporary permission for portacabin – Willow Lakes, Ashby Top Farm, Barton Street, Ashby cum Fenby

- DM/0205/15/FUL Removal of Condition 5 (Usage Limitation and Maintenance of Related register) granted on application DC/7/13/WAB (Erection of store and change of use of agricultural building to facilitate an educational classroom with ancillary kitchen, toilet and associated parking (amendment to DC-268-12-WAB – Amended design & layout - using amended plans dated 20th February 2013) – Moorhouse Farm, Brigsley Road, Ashby cum Fenby

Clerks Report

- Any correspondence received to date of meeting for consideration

Future Dates

- Date of Next Meeting – Monday 11 May, 2015 at 7pm
- Town and Parish Council Liaison Committee meeting – Tuesday 14 April Crosland Suite, Town Hall at 7pm

Finance

- To receive a list of Accounts payable up to 2nd March 2015 and approve their payment.
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply
  - ERNLLCA – Membership Renewal

Signed: - K J Kirkham
Date: - 27 March, 2015
THERE WILL BE A SITE MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON TUESDAY 7TH APRIL, 2015 AT 6.30PM ON LAND AT CHAPEL LANE AND AFTER IN THE CHURCH HALL

SITE MEETING AT CHAPEL LANE, ASHBY CUM FENBY

14/127 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

14/128 To discuss Planning Application received from NELC

- DM/0153/15/OUT - Outline application with access, layout and scale to be considered for the erection of two dwellings, garaging and access drive – Land at Chapel Lane, Ashby cum Fenby

Signed: - K J Kirkham Date: - 27 March, 2015
ASHBY CUM FENBY PARISH COUNCIL

THERE WILL BE AN ANNUAL PARISH COUNCIL MEETING
OF ASHBY CUM FENBY PARISH COUNCIL
ON MONDAY 18TH MAY 2015 AT 6.15 PM
IN THE CHURCH HALL, ASHBY CUM FENBY

Please inform the Clerk if you expect to be in attendance.

Kim Kirkham
Clerk of the Council
The Sycamores, Chapel Lane
Tel. 01472 825131
Email: ashbyparishclerk@btinternet.com

AGENDA

15/001 To appoint a Chairman for the year 2015/2016

15/002 Signing by the Chairman of his/her Declaration of Office

15/003 Signing by Councillors of their Declaration of Office

15/004 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in
respect of the agenda item’s listed below. Members declaring interest should
identify the agenda item and type of interest being declared

15/005 To consider Co-option to fill the vacancy onto Ashby cum Fenby Parish Council

15/006 Chair’s Report and Annual Report of the Parish Council

15/007 NELC Report by Ward Councillors

15/008 Issues Raised by Members of the Public

The meeting will be followed by the usual monthly Parish Council meeting for
May 2015.

Signed: -  K J Kirkham                     Date: - 12 May, 2015

Kim Kirkham, Parish Clerk                ACF Parish Council Annual Mtg
ASHBY CUM FENBY PARISH COUNCIL
Clerk to the Parish Council Mrs Kim Kirkham
Telephone (01472 825131) e-mail ashbyparishclerk@btinternet.com

THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON
MONDAY 18TH MAY, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/011 To Co-opt Candidate onto the Parish Council

15/012 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/013 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/014 To approve the Minutes of the Meeting held on 7th April, 2015

15/015 Police Report

15/016 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 13/135 Temporary Access – Ashby Hill (B1203)
- 14/042-5 The Local Plan
- 14/064-4 BW91 Public Path Diversion Order
- 14/090-2 NELC Historic Assets Consultation
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 14/121-1 Transparency Code – Website for publications of documents
- 14/124-5 Reinstate White Lines and Repairs to Pot Holes
- 14/134-2 Adoption of Revised Standing Orders
15/017 Items for Discussion

1. Public Right of Way FP89/BW91
2. Insurance Renewal
3. Newsletter
4. Village Planters
5. Redemption of 2.5% Consolidate Stock
6. ERNLLCA Training – ‘Being a Good Councillor’

15/018 Information Update

1. ERNLLCA Newsletter – April, 2015
2. Town & Parish Council Liaison Committee Minutes 14th April, 2015
3. Clerks & Councils Direct – May, 2015 Issue
4. Planning Registers

15/019 Planning Matters

- DM/0153/15/OUT – Outline application with access, layout and scale to be considered for erection of one dwelling, garaging and access drive. Land At Chapel Lane, Ashby cum Fenby

- DM/0352/15/FUL – Demolish existing attached garage and erect detached double garage. Lindores, Post Office Lane, Ashby cum Fenby

- DM/0159/15FUL – Retrospective permission for new reception building. Willow Lakes Ashby Hill Top Farm, Barton Street, Ashby cum Fenby - APPROVED

15/020 Clerks Report

- Any correspondence received to date of meeting for consideration

15/021 Future Dates

- Date of Next Meeting – Monday 8th June, 2015 at 7pm
- Mayor Making Ceremony – Thursday 21 May, 2015 at 7pm Grimsby Town Hall
15/022 Finance

- Annual Audit for year ending 31 March, 2015
- VAT Return 2014/2015

- To receive a list of Accounts payable up to 18th May, 2015 and approve their payment.
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply
  - Kim Kirkham – Printer Ink
  - Came & Co
  - Hatcliffe Garden Services

Signed: - K J Kirkham
Date: - 12 May, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 8th JUNE, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/023 Election of Vice-Chairman

15/024 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/025 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/026 To approve the Minutes of the Meetings held on 18 May, 2015

15/027 Police Report

15/028 NELC Report by Ward Councillors

15/029 Highways / Public Footpaths / Items Carried Forward
  - Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
  - 13/060-3 Weight Restriction on Thoroughfare
  - 13/135 Temporary Access – Ashby Hill (B1203)
  - 14/064-4 BW91 Public Path Diversion Order
  - 14/110-2 The Stable, Ashby Hill – Enforcement Notice
  - 14/124-5 Reinstate White Lines and Repairs to Pot Holes
  - 15/020-2 New Footway (B1203) – Hedgerow Trim Back
15/030 Items for Discussion

- None

15/031 Information Update

1. ERNLLCA Newsletter – May, 2015
2. New Cabinet for North East Lincolnshire
3. Planning Registers

15/032 Planning Matters

- DM/0409/15/FUL – Erection of one two storey detached dwelling with associated detached garage, driveway & landscaping. Adjacent Oakdene, Barton Street, Ashby cum Fenby
- DM/0443/15/FUL – Erection of Country Estate manager’s house. Fenby Hall, Barton Street, Ashby cum Fenby
- DM/0205/15FUL – Removal of Condition 5 (Usage Limitation and Maintenance of Related Register) granted on application DC/7/13/WAB (Erection of store and change of use of agricultural building to facilitate an educational classroom with ancillary kitchen, toilet and associated parking (amendment to DC/26/12/WAB) – Amended design & layout – using amended plans dated 20th February 2013). Moorhouse Farm, Brigsley Road, Ashby cum Fenby - APPROVED

15/033 Clerks Report

- Any correspondence received to date of meeting for consideration

15/034 Future Dates

- Date of Next Meeting – Monday 6th July, 2015 at 7pm
- Mayor Making Ceremony – Thursday 11 June, 2015 at 7pm Grimsby Town Hall

15/035 Finance

- To receive a list of Accounts payable up to 8th June, 2015 and approve their payment:-
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply
  - Kim Kirkham – Printer Ink/Postage
  - Ashby PCC Q2 – Room Hire
  - Hatcliffe Garden Services

Signed: - K J Kirkham
Date: - 2 June, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 6TH JULY, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/036 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared.

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below.

15/037 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/038 To approve the Minutes of the Meetings held on 8th June, 2015

15/039 Police Report

15/040 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 13/135 Temporary Access – Ashby Hill (B1203)
- 14/064-4 BW91 Public Path Diversion Order
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 14/124-5 Reinstate White Lines and Repairs to Pot Holes

15/041 Items for Discussion

1. Vacancy on Parish Council
15/042  Information Update

1. ERNLLCA Newsletter – June, 2015
2. Planning Registers

15/043  Planning Matters

• None received

15/044  Clerks Report

• Any correspondence received to date of meeting for consideration

15/045  Future Dates

• Date of Next Meeting – **Monday 3rd August, 2015 at 7pm TBA**
• Planning Meeting – Wednesday 8th July, at 9.30am. Town Hall, Grimsby

15/046  Finance

• To consider an increase in Clerk’s hours
• Q1 Financial Review

• To receive a list of Accounts payable up to 6th July, 2015 and approve their payment:-
  • Kim Kirkham - Clerk’s Salary
  • Southern Electric – Telephone Box electric supply
  • Kim Kirkham – Printer Ink/Postage
  • Hatcliffe Garden Services

Signed: -  K J Kirkham  

Date: -  30 June, 2015
AGENDA

15/047 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared
(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/048 Planning Matters

- DM/0562/15/FUL – Change of use of existing storage building to office and store. Chestnut Farm, Brigsley Road, Ashby cum Fenby.
THERE WILL BE A PLANNING MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON WEDNESDAY 12\textsuperscript{th} AUGUST, 2015 AT 7PM IN THE CHURCH HALL, MAIN ROAD, ASHBY CUM FENBY

AGENDA

15/049 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/050 Planning Matters

- DM/00270/15/FUL – Demolish existing stable block and erect detached dwelling with solar panels and detached garage. Land at Rear of Garth Cottage, Main Road, Ashby cum Fenby.

- DM/0153/15/OUT – Outline application with access, layout and scale to be considered for the erection of one dwelling, garaging and access drive. Land at Chapel Lane, Ashby cum Fenby

15/051 Correspondence received since meeting of 6\textsuperscript{th} July, 2015

- 14/064-3 BW91 Public Path Diversion Order Update

15/052 Finance

To receive a list of Accounts payable up to 12 August, 2015 and approve their payment

- Blockfree Services Ltd

Signed: - K J Kirkham

Date: - 06 August, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON
MONDAY 7TH SEPTEMBER, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/053 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/054 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/055 To approve the Minutes of the Meeting held on 6th July and Planning Meetings held on 27th July & 12th August, 2015

15/056 Police Report

15/057 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 13/135 Temporary Access – Ashby Hill (B1203)
- 14/064-4 BW91 Public Path Diversion Order
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 15/041-1 Vacancy on Parish Council
- 15/044-2 Land Behind Church
- 15/044-3 Fly a Flag for the Commonwealth (14 March, 2016)

15/058 Items for Discussion

1. Queens 90th Birthday Celebrations – June 2016
2. HWRCC – Wheels to Work Scheme
3. NELC Consultation of recycle bins
15/059 Information Update

1. ERNLLCA Newsletter – July, August & September 2015
2. ERNLLCA AGM – Agenda & Annual Report
3. Came & Co – Important Client Announcement
4. CPRE – Summer 2015 Issue
5. Planning Registers

15/060 Planning Matters

- DM/0753/15/OUT – Outline application for the erection of 2 dwellings and provision of turning with all matters reserved. Field Gates, Post Office Lane, Ashby cum Fenby
- DM/0409/15/FUL – Erection of 1 two storey detached dwelling with associated detached garage, driveway and landscaping. Adjacent Oakdene, Barton Street, Ashby cum Fenby - REFUSED
- APP/B2002/X14/3000223 – The Stable, Ashby Hill, Ashby cum Fenby. REFUSED

15/061 Clerks Report

- Any correspondence received to date of meeting for consideration

15/062 Future Dates

- Date of Next Meeting – Monday 5th October, 2015 at 7pm TBA
- ERNLLCA AGM – Thursday 17th September, 2015 at 7pm. Waters Edge Visitors Centre, Maltkiln Road, Barton upon Humber, DN18 5JR
- Mayors Civic Services – Sunday 27th September, 2015 at Grimsby Minster

15/063 Finance

- To authorise cancellation and renewal of clerks salary standing order
- To receive a list of Accounts payable up to 7 September, 2015 and approve their payment:-
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply
  - Hatcliffe Garden Services – Grass Cutting Services
  - Ashby PCC – Room Hire
  - Deposits – VAT Reclaim

Signed: - K J Kirkham

Date: - 01 September, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 5\textsuperscript{TH} OCTOBER, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/064 Welcome Cllr John Shaw

15/065 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/066 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/067 To approve the Minutes of the Meeting held on 7\textsuperscript{th} September, 2015

15/068 Police Report

15/069 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 13/135 Temporary Access – Ashby Hill (B1203)
- 14/064-4 BW91 Public Path Diversion Order
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 15/044-2 Land Behind Church
- 15/061-1 Damage to Telephone Box
- 15/061-3 Transparency Code – Website

15/070 Items for Discussion

1. Newsletter
2. Review of Localism Plan
3. Review of DPI’s
15/071 Information Update

1. ERNLLCA Newsletter – September 2015
2. Town & Parish Councils Liaison Committee – Agenda & Minutes
3. Planning Registers

15/072 Planning Matters

- DM/0825/15/OUT – Erect one two storey detached dwelling with associated garden, detached garage, stable building and paddock, with vehicular and pedestrian access from Barton Street – Adjacent Oakdene, Barton Street, Ashby cum Fenby

15/073 Clerks Report

- Any correspondence received to date of meeting for consideration

15/074 Future Dates

- Date of Next Meeting – **Monday 2nd November, 2015 at 7pm**

15/075 Finance

- To receive details from Audit Report
- Q2 Financial Review

- To receive a list of Accounts payable up to 5th October, 2015 and approve their payment:-
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply

Signed: - K J Kirkham  
Date: - 29 September, 2015
Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **Ashby cum Fenby Parish Council**

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</td>
</tr>
<tr>
<td>1 Balances brought forward</td>
<td>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</td>
</tr>
<tr>
<td>2 (+) Annual precept</td>
<td>Total amount of precept received or receivable in the year. Excludes any grants received.</td>
</tr>
<tr>
<td>3 (+) Total other receipts</td>
<td>Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.</td>
</tr>
<tr>
<td>4 (-) Staff costs</td>
<td>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</td>
</tr>
<tr>
<td>5 (-) Loan interest/capital repayments</td>
<td>Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).</td>
</tr>
<tr>
<td>6 (-) All other payments</td>
<td>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</td>
</tr>
<tr>
<td>7 (=) Balances carried forward</td>
<td>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</td>
</tr>
<tr>
<td>8 Total cash and short term investments</td>
<td>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.</td>
</tr>
<tr>
<td>9 Total fixed assets plus other long term investments and assets</td>
<td>The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March</td>
</tr>
<tr>
<td>10 Total borrowings</td>
<td>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</td>
</tr>
<tr>
<td>11 Disclosure note Trust funds (including charitable)</td>
<td>The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.</td>
</tr>
</tbody>
</table>

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Signed by Chair of the meeting approving these accounting statements.

I confirm that these accounting statements were approved by the council on this date:

18/05/2015

and recorded as minute reference:

15/05/2015

Signed by Chair of the meeting approving these accounting statements.

Date 21/04/2015

Page 2 of 6
Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

[Name]

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>Agreed –</th>
<th>“Yes” means that the council:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.</td>
<td>Yes</td>
<td>prepared its accounting statements in the way prescribed by law.</td>
</tr>
<tr>
<td>2</td>
<td>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td>Yes</td>
<td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td>
</tr>
<tr>
<td>3</td>
<td>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.</td>
<td>Yes</td>
<td>has only done what it has the legal power to do and has complied with proper practices in doing so.</td>
</tr>
<tr>
<td>4</td>
<td>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td>Yes</td>
<td>during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.</td>
</tr>
<tr>
<td>5</td>
<td>We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</td>
<td>Yes</td>
<td>considered the financial and other risks it faces and has dealt with them properly.</td>
</tr>
<tr>
<td>6</td>
<td>We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</td>
<td>Yes</td>
<td>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.</td>
</tr>
<tr>
<td>7</td>
<td>We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td>Yes</td>
<td>responded to matters brought to its attention by internal and external audit.</td>
</tr>
<tr>
<td>8</td>
<td>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.</td>
<td>Yes</td>
<td>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</td>
</tr>
<tr>
<td>9</td>
<td>Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</td>
<td>Yes</td>
<td>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</td>
</tr>
</tbody>
</table>

This annual governance statement is approved by the council and recorded as minute reference.

Signed by: [Signature]
dated 18/05/2015

Chair

Signed by: [Signature]
dated 18/05/2015

Clerk

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.
Section 3 – External auditor certificate and report 2014/15
Certificate
We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Respective responsibilities of the body and the auditor
The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (ACHU0009)
On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the Council:

- Section 1, Box 9: Information received from the Body indicates that assets were acquired during the year that have not been included in Box 9 i.e. new notice board. Please note that proper practice, as specified in the Practitioners’ Guide, requires that assets are recorded at their original cost (or a proxy such as insurance value where this is not known) and no adjustment is required until disposal. (NB: Commercial accounting concepts such as depreciation are not appropriate for small bodies.)

External auditor signature

External auditor name: PKF Littlejohn LLP
Date: 1 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors’ work on 2014/15 accounts.
# Ashby cum Fenby Parish Council

**Notice of conclusion of the audit and right to inspect the Annual Return**

**Annual Return for the year ended 31 March 2015**

Section 14 of the Audit Commission Act 1998, as transitionally saved

Accounts and Audit (England) Regulations 2011 (SI 2011/817), as transitionally saved

---

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The audit of accounts for <strong>Ashby cum Fenby Parish Council</strong> for the year ended 31 March 2015 has been concluded.</td>
<td>(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</td>
</tr>
<tr>
<td>2.</td>
<td>The Annual Return is available for inspection by any local government elector of the area of <strong>Ashby cum Fenby Parish Council</strong> on application to:</td>
<td>(b) Insert a reasonable sum for copying costs</td>
</tr>
<tr>
<td>(a)</td>
<td><strong>MRS K. KIRKHAM (CLERK)</strong></td>
<td>(c) Insert name and position of person placing the notice</td>
</tr>
<tr>
<td></td>
<td>THE</td>
<td>(d) Insert date of placing of the notice</td>
</tr>
<tr>
<td>3.</td>
<td>Copies will be provided to any local government elector on payment of £___ (b) for each copy of the Annual Return.</td>
<td></td>
</tr>
</tbody>
</table>

**Announcement made by:** (c) 

**Date of announcement:** (d)
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 2ND NOVEMBER, 2015 AT 7PM IN THE CHURCH HALL

AGENDA

15/076 Matthew Durrant – Planning Application DM0919/15/FUL

15/077 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared

(b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/078 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/079 To approve the Minutes of the Meeting held on 5th October, 2015

15/080 Police Report

15/081 Highways / Public Footpaths / Items Carried Forward

- Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
- 13/060-3 Weight Restriction on Thoroughfare
- 14/064-4 BW91 Public Path Diversion Order
- 14/110-2 The Stable, Ashby Hill – Enforcement Notice
- 15/044-2 Land Behind Church
- 15/061-1 Damage to Telephone Box
- 15/061-3 Transparency Code – Website
- 15/070-1 Newsletter
- 15/070-2 Review of Localism Plan
15/082 Items for Discussion

1. ERNLLCA – Membership Questionnaire on its Governance Structure 2015
2. Land opposite Ash Trees, Third Lane – A caravan has been placed in the field.
3. Planning Quote

15/083 Information Update

1. ERNLLCA Newsletter – September 2015
2. Planning Registers

15/084 Planning Matters

- DM/0919/15/FUL – Conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions & partial demolition to create driveway access. Hall Farm Restaurant, Ashby Lane, Ashby cum Fenby
- DM/0562/15/FUL – Change of use of existing storage building to office and store. Chestnut Farm, Brigsley Road, Ashby cum Fenby - APPROVED
- EN/1083/15 – Alleged Breach a caravan has appeared in the field opposite Ash Tree’s, Third Lane.

15/085 Clerks Report

- Any correspondence received to date of meeting for consideration

15/086 Future Dates

- Date of Next Meeting – Monday 7th December, 2015 at 7pm
- Planning Committee Meeting – Wednesday 4th November, 2015 at 9.30am

15/087 Finance

- To receive a list of Accounts payable up to 2nd November, 2015 and approve their payment:
  - Kim Kirkham - Clerk’s Salary
  - Southern Electric – Telephone Box electric supply

Signed: - K J Kirkham
Date: - 27th October, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 4TH JANUARY, 2016 AT 7PM IN THE CHURCH HALL

AGENDA

15/100 Declaration of Interest (Model Code of Conduct Order 2012)
   (a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared
   (b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/101 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/102 To approve the Minutes of the Meeting held on 7th December, 2015

15/103 Police Report

15/104 Highways / Public Footpaths / Items Carried Forward
   • Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
   • 13/060-3 Weight Restriction on Thoroughfare
   • 14/064-4 BW91 Public Path Diversion Order
   • 14/110-2 The Stable, Ashby Hill – Enforcement Notice
   • 15/044-2 Land Behind Church
   • 15/061-1 Damage to Telephone Box
   • 15/081-3 Transparency Code – Website
   • 15/070-2 Review of Localism Plan
   • 15/082-2 Land opposite Ash Trees, Third Lane

15/105 Items for Discussion
   1. Check for matthew planning on nelc??????

15/106 Information Update
   1. ERNLLCA Newsletter – December 2015
   2. Planning Registers
Planning Matters

Correspondence Received:
- To consider correspondence received from NELC Planning regarding DM/0919/15/FUL

Planning Applications Received:
- DM/0920/15/LBC – Listed Building Consent for the conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions and partial demolition to create driveway access

Pending Consideration:
- DM/0753/15/FUL – Land Adjacent to Field Gates, Post Office Lane. Outline application for the erection of two dwellings and provision of turning area with all matters reserved.
- DM/0919/15/FUL – Conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions & partial demolition to create driveway access. Hall Farm Restaurant, Ashby Lane, Ashby cum Fenby
- EN/1083/15 – Alleged Breach a caravan has appeared in the field opposite Ash Tree’s, Third Lane.

Decision Received:
- DM/0153/15/OUT – Land at Chapel Lane. Outline application with access, layout and scale to be considered for the erection of one dwelling, garaging and access drive. APPROVED

Decision Refused:
- DM/0270//FUL – Land rear of Garth Cottage, Main Road. Demolish existing stable block and erect detached dwelling with solar panels and detached garage.
- DM/0825/15/FUL – Adjacent Oakdene, Barton Street. Erect one two storey detached dwelling with associated garden, detached garage, stable building and paddock, with vehicular and pedestrian access from Barton Street.

Clerks Report
- Any correspondence received to date of meeting for consideration

Future Dates
- Date of Next Meeting – Monday 1st February, 2016 at 7pm
- Planning Committee Meeting – Wednesday

Finance
- To receive a list of Accounts payable up to 4th January, 2016 and approve their payment:
  - Kim Kirkham – Salary
  - Southern Electric – Telephone Box

Signed: - K J Kirkham                                      Date: - 29th December, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON MONDAY 4TH JANUARY, 2016 AT 7PM IN THE CHURCH HALL

AGENDA

15/100 Declaration of Interest (Model Code of Conduct Order 2012)
   (a) To record declaration of Interest by any member of the Parish Council in respect of the agenda item’s listed below. Members declaring interest should identify the agenda item and type of interest being declared
   (b) To note dispensation’s given to any member of the council in respect of the agenda item’s listed below

15/101 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/102 To approve the Minutes of the Meeting held on 7th December, 2015

15/103 Police Report

15/104 Highways / Public Footpaths / Items Carried Forward
   • Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend Farm
   • 13/060-3 Weight Restriction on Thoroughfare
   • 14/064-4 BW91 Public Path Diversion Order
   • 14/110-2 The Stable, Ashby Hill – Enforcement Notice
   • 15/044-2 Land Behind Church
   • 15/061-1 Damage to Telephone Box
   • 15/061-3 Transparency Code – Website
   • 15/070-2 Review of Local Plan
   • 15/082-2 Land opposite Ash Trees, Third Lane

15/105 Items for Discussion
   1. Queens 90th Birthday Celebrations, June 2016
   2. Mobile CCTV Cameras – Parish Council applying jointly for funding
   3. NELC consulting on possible additions to the local list of historic assets
   4. Auto–Enrolment (Pensions)
15/106 Information Update
1. ERNLLCA Newsletter – December 2015
2. The future of External Audit for Smaller Authorities – Update one
3. Planning Registers

15/107 Planning Matters

Pending Consideration:
- DM/0920/15/LBC – Listed Building Consent for the conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions and partial demolition to create driveway access

Pending Decision:
- DM/0753/15/FUL – Land Adjacent to Field Gates, Post Office Lane. Outline application for the erection of two dwellings and provision of turning area with all matters reserved.
- DM/0919/15/FUL – Conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions & partial demolition to create driveway access. Hall Farm Restaurant, Ashby Lane, Ashby cum Fenby
- EN/1083/15 – Alleged Breach a caravan has appeared in the field opposite Ash Tree’s, Third Lane.

15/108 Clerks Report
- Any correspondence received to date of meeting for consideration

15/109 Future Dates
- Date of Next Meeting – Monday 1\textsuperscript{st} February, 2016 at 7pm
- Planning Committee Meeting – Wednesday 6\textsuperscript{th} January, 2016 at 9.30am

15/110 Finance
- To receive update from NELC and consider Precept for the year 2016/2017
- To consider Grass Cutting Tender 2016/2017
- To receive a list of Accounts payable up to 4\textsuperscript{th} January, 2016 and approve their payment:-
  - Kim Kirkham – Salary
  - Southern Electric – Telephone Box

Signed: - K J Kirkham

Date: - 29\textsuperscript{th} December, 2015
THERE WILL BE A MEETING OF ASHBY CUM FENBY PARISH COUNCIL ON
MONDAY 1\textsuperscript{st} February, 2016 AT 7PM IN THE CHURCH HALL

AGENDA

15/111 To receive information from Architect Jonathan Hendry – Planning Application DM/1198/15/FUL

15/112 Declaration of Interest (Model Code of Conduct Order 2012)
   (a) To record declaration of interest by any member of the Parish Council in respect of the
       agenda item’s listed below. Members declaring interest should identify the agenda item
       and type of interest being declared

   (b) To note dispensation’s given to any member of the council in respect of the agenda item’s
       listed below

15/113 Questions Raised by Members of the Public (15 minutes) on Agenda Items

15/114 To approve the Minutes of the Meeting held on 4\textsuperscript{th} January, 2016

15/115 Police Report

15/116 Highways / Public Footpaths / Items Carried Forward
   • Whitsend Farm/The Thorns Footpath width (FP89) / Misuse of Land Whitsend
     Farm
   • 13/060-3 Weight Restriction on Thoroughfare
   • 14/064-4 BW91 Public Path Diversion Order
   • 14/110-2 The Stable, Ashby Hill – Enforcement Notice
   • 15/061-1 Damage to Telephone Box
   • 15/061-3 Transparency Code – Website
   • 15/070-2 Review of Local Plan
   • 15/082-2 Land opposite Ash Trees, Third Lane
   • 15/105-1 Queens 90\textsuperscript{th} Birthday Celebrations, June 2016
   • 15/10/-1 Hedgerow Cuts

15/117 Items for Discussion
   1. Fly Tipping along Thoroughfare and Barton Street
   2. Flooding of road near the Church
   3. ERNLLCA Training Sessions
   4. CPRE Membership Renewal
   5. Review of Emergency Procedures
15/118 Information Update
1. ERNLLCA Newsletter – January 2016
2. Town & Parish Councils Liaison Committee
4. Planning Registers

15/119 Planning Matters

Application Proposal:
- DM/1198/15/FUL – Erect single storey dwelling to include solar panels to roof, erect single storey detached garage/store to include a new driveway access. Moorhouse, Brigsley Road, Ashby cum Fenby

Approved:
- DM/0753/15/FUL – Land Adjacent to Field Gates, Post Office Lane. Outline application for the erection of two dwellings and provision of turning area with all matters reserved.
- DM/0919/15/FUL – Conversion of existing buildings into hotel accommodation and a garage with associated works including the installation of corridor extensions & partial demolition to create driveway access. Hall Farm Restaurant, Ashby Lane, Ashby cum

Pending Consideration:
- EN/1083/15 – Alleged Breach a caravan has appeared in the field opposite Ash Tree’s, Third Lane.

15/120 Clerks Report
- Any correspondence received to date of meeting for consideration

15/121 Future Dates
- Date of Next Meeting – Monday 7th March, 2016 at 7pm
- Planning Committee Meeting – Wednesday 3rd February, 2016 at 9.30am

15/122 Finance
- To consider Grass Cutting Tender 2016/2017
- TSB Signature Form to be completed and signed
- To receive a list of Accounts payable up to 1st February, 2016 and approve their payment:-
  - Kim Kirkham – Salary
  - Kim Kirkham - Ink
  - Southern Electric – Telephone Box
  - X2Connect Ltd – Replace glass panes for telephone box
  - Blockfree Services – Clean drain near church parking
  - CPRE Membership Renewal

Signed: - K J Kirkham Date: - 26th January, 2016

ACF Parish Council Agenda
To Members of the Council
You are hereby summoned to attend a meeting of the
BRIGSLEY PARISH COUNCIL in the Village Hall, St Helens Cres, Brigsley,
N.E. Lincolnshire, DN37 0RG on TUESDAY 1ST MARCH, 2016 at 7.00 p.m.
for the purpose of transacting the following business.

K. Kirkham  
K. Kirkham  Clerk to the Council.  Date: 23rd February, 2016

AGENDA

15/91  Apologies.
To receive apologies from Councillors unable to attend.

15/92  Declarations of Interest. (Localism Act 2011)
   a) To record declarations of interest by any member of the Parish Council in respect
      of the agenda items listed below. Members declaring interests should identify the agenda
      items and type of interest being declared.
      (Disclosable Pecuniary Interest, or Personal Interest, or Prejudicial Interest).
   b) To note dispensations given to any member of the council in respect of the agenda items listed
      below.

15/93  Co-opting of New Councillors.
Parish Council to consider any applications received and the possibility of co-opting new
members.

15/94  Issues Raised by Members of the Public
(To discuss any issues raised by members of the public (Limited to 5 mins))

15/95  Minutes of Previous Meeting.
Minutes to be agreed and signed by Chairman

15/96  Update of Matters Outstanding from Previous Meeting.
To receive and discuss information on the following items:-
   a) Reply from Graham Martin NELC re Waithe Lane potholes.
   b) Update on path width, Main Road
   c) Update on the Emergency Plan
   d) Update on Clean for the Queen Community Clear Up Day (Saturday 5th March, 2016)
      (Cllrs may consider any items received up to the date of the meeting, information only).

15/97  Police Report.
Clerk to distribute copy of Police Report. (If available)
ERNLCA Transparency Funding Information and Application Form
To receive an update regarding the website process

Planning Matters.
Application Proposal: (Amended plans)
 a) DM/0982/15/FUL – Erection of one dwelling. Land Parcel 3 Green Lane, Brigsley
 Pending Consideration:
 a) DM/0782/15/FUL – Tudor Croft, Waltham Road, Brigsley
Erect two storey extension including basement level, sunken patio, additional rooms within existing loft space and entrance gates.
 b) EN/1003/15 – Felled Mature Copper Beech with TPO
 Wheatlands, Waithe Lane, Brigsley
c) DM/0982/15/FUL – Erection of one new dwelling. Land Parcel 3 Green Lane, Brigsley

Ward Fund.
To receive update regarding the purchase of a new Litter Bin
(If funding is available for this year)

Future Dates
 a) Planning Committee Meeting – Wednesday 3rd March, 2016 at 9.30am, Town Hall, Grimsby
 b) Town and Parish Liaison Committee – 10th March

Received Correspondence / Information Exchange.
 a) ERNLLCA Newsletter – February, 2016
 b) To agree a date for the Annual Parish Council meeting
 c) To consider entering CPRE Best Kept Village Competition
 d) To consider and decide whether or not to opt out of the external audit for Smaller Authorities. (Any other matters may be discussed at Councillors discretion).

Finance.
(Proposed exempt item; Cllrs to agree to discuss item a) as exempt from press & public due to the confidential nature of the item re Local Government Act 1972, sch 12a).
 a) Cheque for Clerk’s Salary from (February, 2016) to be agreed and signed

Clerk’s Contract of Employment.
(Proposed exempt item; Cllrs to agree to discuss item a) as exempt from press & public due to the confidential nature of the item re Local Government Act 1972, sch 12a)
 a) To review & sign the Contract of Employment for the clerk
 b) Cheque for purchase of Laptop and printer
 c) Financial review in readiness for the Audit
 d) Letter to be signed requesting bank statement on 31st March, re Audit

Date of Next Meeting.
To confirm date of meeting as – Tuesday 5th April, 2016 @ 7pm.
To Members of the Council
You are hereby summoned to attend a meeting of the
BRIGSLEY PARISH COUNCIL in the Village Hall, St Helens Cres, Brigsley,
N.E. Lincolnshire, DN37 0RG on TUESDAY 1st March, 2016 at 7.00 p.m.
for the purpose of transacting the following business.

K. Kirkham Clerk to the Council. Date: 24th February, 2016

AGENDA

PLANNING APPLICATION RECEIVED

15/106 Planning Matters

a) DM/0782/15/FUL Erect Single storey side and rear extension,
   including a covered patio area and provision of new entrance gates
   and pillars. Tudor Croft, Waltham Road, Brigsley